

## **7510 - USE OF DISTRICT FACILITIES – Lomira School District**

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of government
- F. community organizations or groups of individuals formed for charitable, civic, social, recreational, educational purposes, or commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

### **Recreational Activity**

Any outside party using District facilities for recreational activity must complete Form 7510 F3 prior to such usage.

"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

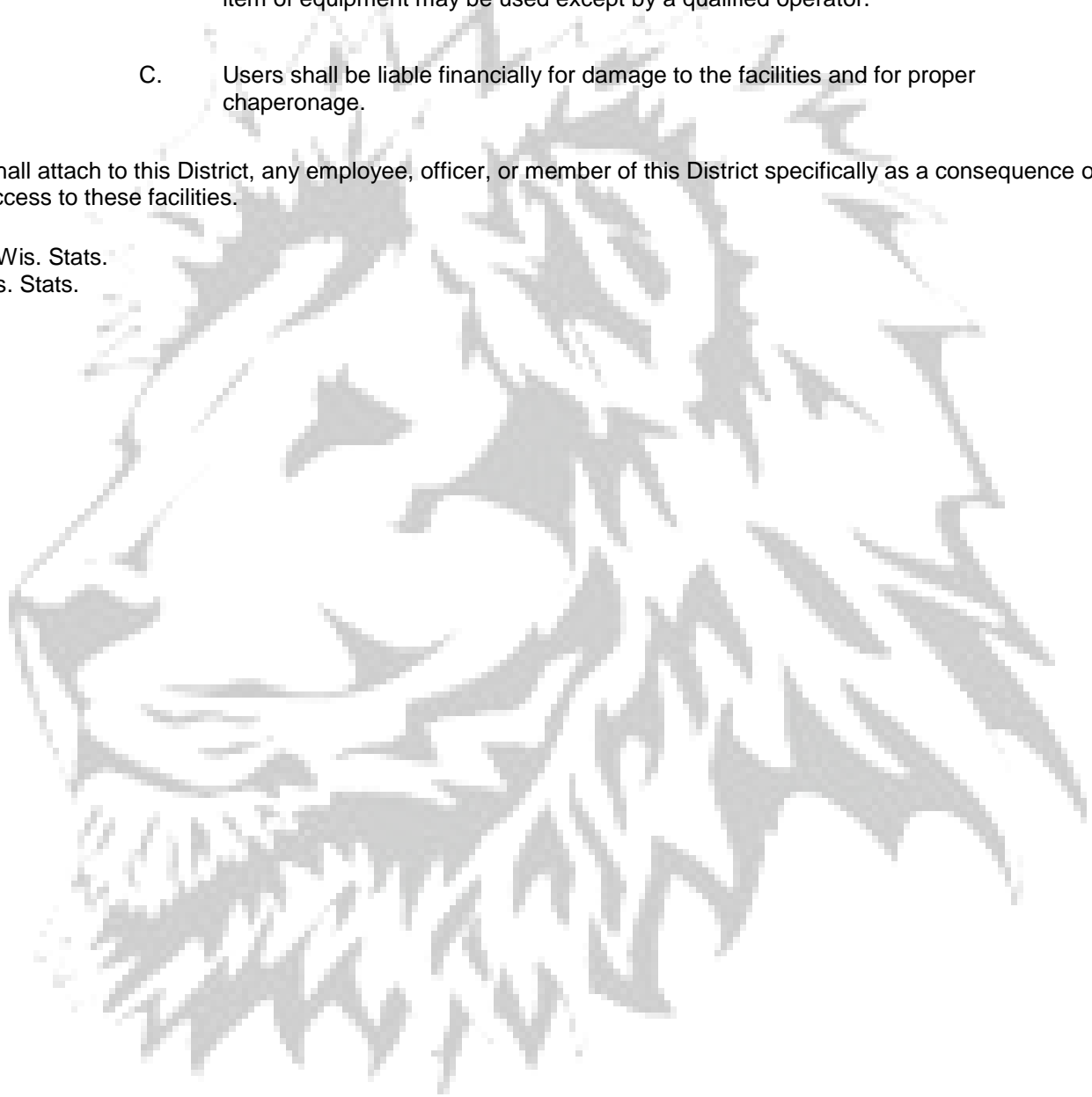
Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Dodge County Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each for-profit user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

120.13(17), Wis. Stats.  
895.523, Wis. Stats.



# Lomira Athletic Complex Use Contract (Non-Local Groups) Form 7510 F3

Name of Organization	Purpose for use of facility
Age level of participants:	
Person responsible	Street address
Telephone number	City / State / Zip Code
Date(s) requested	
Please attach a copy of your valid public liability policy for rental consideration.	

*The undersigned applicant(s) agree to abide by all rules and regulations adopted by the Board of Education governing the use of buildings under District Policy 7510 and see that the same are carried out and obeyed by others, said rules and regulations being made a part and portion hereof by reference; to assume responsibility for the conduct and supervision of the group and for any damage done to the buildings or equipment during the rental, including preparation and cleanup. The undersigned hereby agrees to protect, indemnify, hold harmless, and defend the Lomira School District and the Lomira School District's costs and expenses, of any nature whatsoever, including attorney's fees resulting from any act or omission of the undersigned, related to the use and maintenance of school buildings, and equipment of the district.*

Signed (person responsible): \_\_\_\_\_ Date: \_\_\_\_\_

Approval (district office): \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete this form and return it to:**  
**Angie Litterick**  
**Lomira School District**  
**1030 Fourth Street, PO Box 919**  
**Lomira, WI 53048**  
**Phone 920.269.4396 Fax 920.269.4128**

(FOR OFFICE USE ONLY)



Rental fee per hour: \$150 \_\_\_\_\_ x hrs. = \$

Other costs per hour: \$ \_\_\_\_\_ = \$

*(itemized on next page)*

Total cost: \$ \_\_\_\_\_

## FEE CALCULATION

Hourly Fees include use of stadium field, bleachers, restrooms and Game Manager to assist Renter on use of equipment and facilities

Stadium Rental Fee	\$150.00 per hour x	___ hours	=	\$ _____
Basketball Court (1)	\$100.00 per hour x	___ hours	=	\$ _____
Basketball Courts (all)	\$250.00 per hour x	___ hours	=	\$ _____

Additional equipment rates (check if desired)

Scoreboard                      \$25.00 per hour x \_\_\_ hours                      =    \$ \_\_\_\_\_

P.A. System                      \$25.00 per hour x \_\_\_ hours                      =    \$ \_\_\_\_\_

=    \$ \_\_\_\_\_

Concession Stand and Equipment Use

*Note: Concessions can be made available, but need to be run by clubs affiliated with the Lomira School District.*

Total Estimated Rental Cost:                      \$ \_\_\_\_\_

\*actual cost will be billed after each event

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Final Rental Charges: \$ \_\_\_\_\_

Comments:

- A representative from said group will need to meet with a Lomira representative in order to go over the concession stand area prior to the rental agreement date. Contact Angie Litterick at (920)-269-4396 to schedule this meeting.
- All payments will be made to the Lomira School District and mailed to the Athletic Office, attn: Angie Litterick.
- Said group may be responsible for assisting in providing necessary workers for the event. It is understood that there will be no alcohol or tobacco sales, no sale of gum or sunflower seeds from the concession stand, and no smoking on the grounds.
- Said group is responsible for emergency protocols to address an emergency situation.

Billing sent: \_\_\_\_\_

Payment received: \_\_\_\_\_

11/10/14

*updated*

